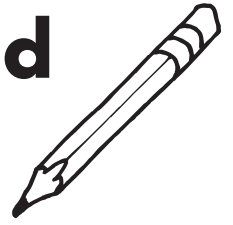


Revise, Edit, and Proofread



Revise	<p>Make changes to:</p> <ul style="list-style-type: none">• improve story• rethink word choice, characters, descriptions, events, sequencing, sentence structures, and so on
Edit	<p>Find (and fix) mistakes:</p> <ul style="list-style-type: none">• in drafts• in capitalization, usage, punctuation, spelling (CUPS)
Proofread	<p>Find and fix errors:</p> <ul style="list-style-type: none">• in final copy• before sharing and publication• with CUPS, spacing, indenting, and so on• made while word processing or writing final, formal copy

Revising, editing, and proofreading is about asking yourself,
“Have I done my best?”